



**Port of Arlington
AGENDA
5:00 pm
Tuesday, February 16, 2021
Meeting Location:
Port of Arlington
100 Port Island Road**

1. Call meeting to order
2. Public Comment on non-agenda items
3. Consent Agenda:
 - Approval of January 12, 2021 Commission meeting minutes
 - Approval of January 2021 payables
4. Presidents Report
5. Commissioner's Reports
6. Announce Winning Bid Contract - Bathroom Project
7. IGA Discussion
8. Columbia Manor LLC – Gronquist Building Discussion
9. EDO Report
10. Discuss the Ports Future Plans for Economic Development
11. Outline Hiring Process for Port Manager/ EDO Officer
12. Administration
 - 12.1 Schedule Budget Workshop - Big Picture
 - 12.2 Solutions Certified Public Account Audit Contract for 2020/2021 Audit

If necessary, an Executive Session may be held in accordance with ORS 192.660(2)

Upcoming Meetings:

Regular Commission Meeting on Tuesday, March 19, 2021 at 5pm – Port of Arlington, Arlington, Or.

This meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting by contacting Kelly.margheim@portofarlington.com / 541-454-2868

Posted: Tuesday, January 28, 2020: Bank of Eastern Oregon - Condon & Arlington; U.S. Post Office - Condon & Arlington; Condon Times-Journal; Arlington City Hall; Port Office and Website.
PO Box 279, Arlington, Oregon 97812

Regular Commission Meeting
MINUTES
Port of Arlington
January 12, 2021
5 p.m.
Port Office – 100 Port Island Rd.
Arlington, OR

1. The Port of Arlington Commission meeting was called to order at 5:00 pm by President Wilson.

Those Present: President Wilson; Commissioner Shaffer; Commissioner Hunking; Commissioner McGuire; Port Manager / Economic Development Officer, Peter Mitchell; Admin. Asst. Kelly Margheim; Attorney Ruben Cleaveland;

Absent: Vice President Kennedy;

Audience: Commissioner Shannon

2. Public Comment on non-agenda items- None

3. Consent Agenda:

- Approval of November 10 , 2020 Commission Meeting Minutes
 - Approval of November and December 2020 Payables and Financials
- Commissioner Hunking moved to approve the consent agenda and Commissioner Shaffer seconded. The motion carried 4-0.

4. Presidents Report:

President Wilson shared a thank you card from the Woolery for letting them use the Flex building for the Octoberfest.

President Wilson shared an invitation for the Port to join the City of Condon's annual retreat on January 22, 2021 via Zoom. The City will be focusing on Housing, telecommunication and goals. Consensus was for one or more of the Board members to join if possible.

President Wilson had a brief meeting with Commissioner Shannon, and was very impressed. Commissioner Shannon will be attending future Port meetings and would like to be the liaison between the County Court and the Port.

5. Commissioner Reports:

Commissioner Shaffer stated he listened in to the last County Court meeting and the RRED zone was approved for a three year tax abatement.
The County Court vote was 2-1

**6. The Arlington High School is asking for a donation to go towards a new digital sign in front of the school, replacing the Pepsi sign. Commissioner McGuire moved to approve a \$250 donation and Commissioner Hunking seconded.
The motion carried 4-0**

7. EDO Report

EDO Mitchell stated the Flex building is leased to Alpine Power Systems. The building is being used for storage of battery backups. The lease is a two year lease with a one year option. Alpine Power will be installing a loading dock.

Bathroom Replacement project update:

EDO Mitchell handed out bid documents and drawings for the bathroom project. Jeff Schott with Pillar Consulting will be putting the project out to bid this week to all bid centers and the Times Journal for site work. There is a mandatory pre bid meeting at the Port office on January 26, 2021 at 11am. The State has a contract with CXT Concrete Buildings so the bathroom component is pre bid for the modular units. When project is complete the Port will be ADA compliant.

There are no updates at this time on the Malt plant.

EDO Mitchell submitted a proposal for project Kamino. The Port is still in the running. The site selection consultant will announce on January 22, 2021 if the Port is on the short list. This project would take two thirds of the Port's property on the Mesa if the Port is site is selected.

EDO Mitchell is still working with Arlington Towing to assist him find a suitable site for an auto recycling center. The recycle center will bring many good paying jobs to the community.

Mike McArthur with Community Renewable Energy Association (CREA) says the Port is now signed up with the organization.

EDO Mitchell announced his desire to retire. EDO Mitchell would like his last day to be June 4, 2021 but is flexible. Commissioner Hunking said we need to start the recruitment process and hiring procedures. The Port has many tools to help with the process including support from Special Districts Association Office in Salem. The Board will discuss how to proceed at the February meeting.

President Wilson would like to have a workshop on January 26, 2021 at 4pm to discuss the big picture and the process of hiring a new Port Manager / EDO Officer. Attorney Cleaveland stated that the board can discuss options at a workshop and then make a motion at the February meeting.

Meeting adjourned 5:58

President Ron Wilson

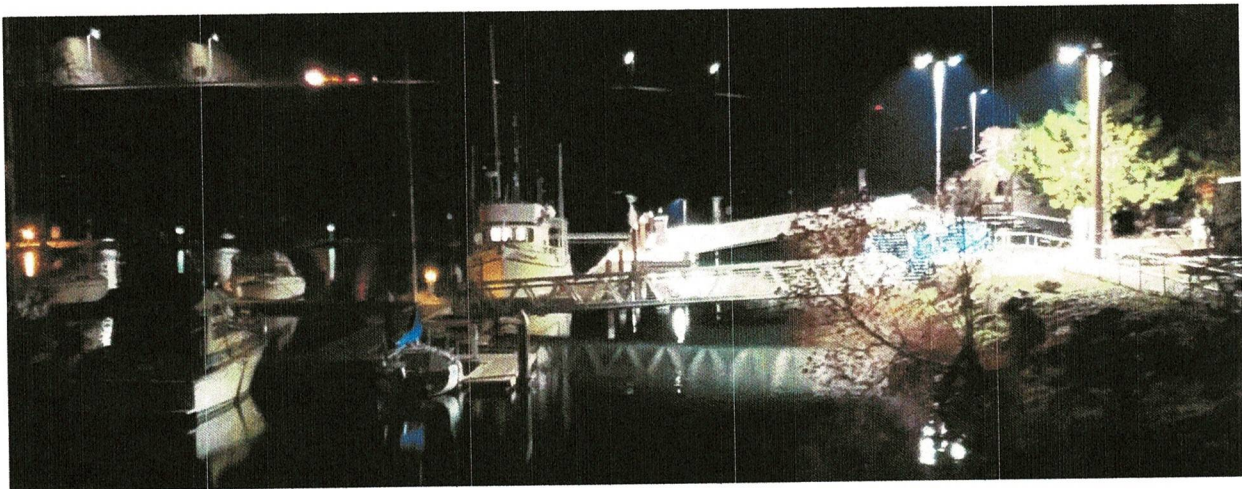
Commissioner Shaffer

Port Manager/ Economic Development Report February 16, 2021

The Port of Arlington's mission is to *support the creation, retention, expansion, and recruitment of businesses and jobs that will enhance the economy and quality of life of Gilliam County.*

Administration

The Port took advantage of an Energy Trust grant to replace the old Parking light fixtures with new LED lights and a slim fixture. These lights shine brightly but don't cast light pollution into the surrounding area. These lights will consume a fraction of the energy of the lights they replaced.



Economic Development

Processing Facility - The Port has requested proposals from two engineering firms to develop conceptual plant layout and a building cost opinion. One proposal has been submitted another proposal is pending.

Island Park

Malt plant – The layout study and cost opinion results are pending on development of conceptual plant layout along with a building cost opinion.

RV and Marina

Bathroom replacement and sidewalk project bids are due by on February 9th at 2 p.m. Five (5) construction firms were present during the Project’s mandatory walk through. The Port’s project engineer has sent out 2 addendums.

A new LED light was installed over the fuel dock. The light provides a very functional yet modern illumination of the gangway and fuel dock. Energy Trust of Oregon and Marine Board provided grants to cover a large portion of the cost of this new light.

Up Coming Dates:

- Feb 1 Lower John Day Act, 10 a.m., Zoom
- Feb 3 & 4 SDAO Annual Meeting, Zoom 8:30 a.m.,
Port Caucus 1 p.m. Feb 3
- Feb 9 Bathroom and Parking Lot renovation Project Bid Opening – 2 p.m.
- Feb 11 Bi State Recreation Committee, Zoom, 8:30 a.m.
Columbia River Ports – Zoom conference call, 11:00 a.m.
- Feb 15 Presidents Day
- Feb 16 Port Board Meeting
- Feb 17 OPPA training session, Zoom, 9 a.m.
- Feb 18 Pioneer CDC, Zoom, 2 p.m.
- Feb 22 Gronquist Building discussion, Gronquist Bldg, 1 p.m.
- Feb 23 Chamber Meeting, City Hall, 6:30 p.m.
- Feb 25 MARAD conference call 12:30 p.m.

Port of Arlington
Regular Monthly Commission Meeting

JANUARY 2021 PAYABLES

Resources:

Deposits and Credits through 1/31/2021 (see attached detail)

Total Deposits and Credits-- All Accounts \$ 25,377.14

Expenses:

Checks Written: 9511 through 9531

Includes Direct Deposit Payroll And Electronic Fund Transfers (See attached Check Detail)

Total Expenses and Transfers-- All Accounts (\$33,568.35)

Bank Balance Information:

Ending Balance as of 1/31/21 : Bank of Eastern Oregon Checking: \$ 259,864.02
Bank of E. Oregon Reserve Fund: \$ 77,324.17
Bank of E. Oregon Muni Market Fund: \$ 528,647.39
LGIP: (1/31/21) \$1,296,570.99

Commission President Ron Wilson

Vice President Dewey Kennedy

PORT OF ARLINGTON
Deposit Detail
January 2021

| Type | Num | Date | Name | Account | Amount |
|---------|-----|------------|--------------------|----------------------|-----------|
| Deposit | | 01/06/2021 | | 1001 · Bank of E... | 9,703.50 |
| | | | Insitu Inc. | 5031 · Building L... | -7,600.00 |
| | | | Cash Sales | 4210 · Marina Re... | -60.00 |
| | | | Cash Sales | 4211-3 · RV Park... | -35.00 |
| | | | Cash Sales | 4211-4 · RV Park... | -10.00 |
| | | | Cash Sales | 4210 · Marina Re... | -97.50 |
| | | | Cash Sales | 4211-4 · RV Park... | -10.00 |
| | | | Cash Sales | 4211-4 · RV Park... | -10.00 |
| | | | Cash Sales | 4211-1 · RV Park... | -525.00 |
| Payment | 258 | 12/31/2020 | Arlington Towing | 1499 · Undeposit... | -1,356.00 |
| TOTAL | | | | | -9,703.50 |
| Deposit | | 01/06/2021 | | 1001 · Bank of E... | 14.68 |
| | | | Heartland Payme... | 4213-2 · Gasoline... | -15.01 |
| | | | Heartland Payme... | 6115-1 · Credit C... | 0.33 |
| TOTAL | | | | | -14.68 |
| Deposit | | 01/06/2021 | | 1001 · Bank of E... | 73.39 |
| | | | Heartland Payme... | 4213-2 · Gasoline... | -75.53 |
| | | | Heartland Payme... | 6115-1 · Credit C... | 2.14 |
| TOTAL | | | | | -73.39 |
| Deposit | | 01/20/2021 | | 1001 · Bank of E... | 147.22 |
| | | | Heartland Payme... | 4213-2 · Gasoline... | -151.02 |
| | | | Heartland Payme... | 6115-1 · Credit C... | 3.80 |
| TOTAL | | | | | -147.22 |
| Deposit | | 01/20/2021 | | 1001 · Bank of E... | 2,961.87 |
| | | | Heartland Payme... | 4213-2 · Gasoline... | -55.96 |
| | | | Heartland Payme... | 6115-1 · Credit C... | 1.29 |
| | | | Heartland Payme... | 4030 · Land Rental | -3,000.00 |
| | | | Heartland Payme... | 6115-1 · Credit C... | 92.80 |
| TOTAL | | | | | -2,961.87 |

\$25,377.14

PORT OF ARLINGTON
Deposit Detail
 January 2021

| Type | Num | Date | Name | Account | Amount |
|---------|-------|------------|----------------------|----------------------|------------|
| Deposit | | 01/20/2021 | | 1001 · Bank of E... | 2,299.96 |
| | | | Cash Sales | 4211-4 · RV Park... | -100.00 |
| | | | Cash Sales | 4211-4 · RV Park... | -10.00 |
| | | | Cash Sales | 4211-1 · RV Park... | -525.00 |
| | | | Cash Sales | 4211-3 · RV Park... | -35.00 |
| | | | Cash Sales | 4211-4 · RV Park... | -10.00 |
| | | | Cash Sales | 4211-4 · RV Park... | -30.00 |
| | | | Cash Sales | 4211-4 · RV Park... | -10.00 |
| Payment | 14159 | 01/20/2021 | W.I. Construction... | 1499 · Undeposit... | -1,579.96 |
| TOTAL | | | | | -2,299.96 |
| Check | 9530 | 01/27/2021 | Nicholas Evans | 1001 · Bank of E... | 0.00 |
| TOTAL | | | | | 0.00 |
| Deposit | | 01/28/2021 | | 1001 · Bank of E... | 74.85 |
| | | | Heartland Payme... | 4213-2 · Gasoline... | -76.80 |
| | | | Heartland Payme... | 6115-1 · Credit C... | 1.95 |
| TOTAL | | | | | -74.85 |
| Deposit | | 01/28/2021 | | 1001 · Bank of E... | 10,101.67 |
| | | | Cash Sales | 4210 · Marina Re... | -97.50 |
| | | | Cash Sales | 4211-3 · RV Park... | -35.00 |
| | | | Cash Sales | 4211-1 · RV Park... | -525.00 |
| | | | Cash Sales | 4211-3 · RV Park... | -35.00 |
| | | | Cash Sales | 4211-4 · RV Park... | -100.00 |
| | | | Cash Sales | 4211-3 · RV Park... | -35.00 |
| | | | Cash Sales | 4211-3 · RV Park... | -35.00 |
| | | | Insitu Inc. | 5031 · Building L... | -7,600.00 |
| | | | Gilliam County Tr... | 4011 · Taxes-Prior | -1,639.17 |
| TOTAL | | | | | -10,101.67 |

PORT OF ARLINGTON
Deposit Detail
 January 2021

| Type | Num | Date | Name | Account | Amount |
|----------|--------|------------|-------------------|-----------------------|-----------|
| Paycheck | DD1... | 01/29/2021 | Margheim, Kelly L | 1001 · Bank of E... | 0.00 |
| | | | | 6560 · Payroll Ex... | 3,923.12 |
| | | | | 6560 · Payroll Ex... | 406.46 |
| | | | | 6560 · Payroll Ex... | 412.96 |
| | | | | 6560 · Payroll Ex... | 2,292.07 |
| | | | | 2100 · Payroll Lia... | -2,292.07 |
| | | | | 6560 · Payroll Ex... | 116.46 |
| | | | | 2100 · Payroll Lia... | -116.46 |
| | | | | 6560 · Payroll Ex... | 569.10 |
| | | | | 2100 · Payroll Lia... | -569.10 |
| | | | | 6560 · Payroll Ex... | 4.28 |
| | | | | 2100 · Payroll Lia... | -4.28 |
| | | | | 2100 · Payroll Lia... | -4.74 |
| | | | | 2100 · Payroll Lia... | -328.00 |
| | | | | 6560 · Payroll Ex... | 294.04 |
| | | | | 2100 · Payroll Lia... | -294.04 |
| | | | | 2100 · Payroll Lia... | -294.04 |
| | | | | 6560 · Payroll Ex... | 68.77 |
| | | | | 2100 · Payroll Lia... | -68.77 |
| | | | | 2100 · Payroll Lia... | -68.77 |
| | | | | 2100 · Payroll Lia... | -275.00 |
| | | | | 2111 · Direct Dep... | -3,394.79 |
| | | | | 2111 · Direct Dep... | -377.20 |
| TOTAL | | | | | 0.00 |
| Paycheck | DD1... | 01/29/2021 | Mitchell, Peter D | 1001 · Bank of E... | 0.00 |
| | | | | 6560 · Payroll Ex... | 7,700.62 |
| | | | | 6560 · Payroll Ex... | 924.07 |
| | | | | 2100 · Payroll Lia... | -924.07 |
| | | | | 6560 · Payroll Ex... | 2,292.07 |
| | | | | 2100 · Payroll Lia... | -2,292.07 |
| | | | | 6560 · Payroll Ex... | 116.46 |
| | | | | 2100 · Payroll Lia... | -116.46 |
| | | | | 6560 · Payroll Ex... | 4.03 |
| | | | | 2100 · Payroll Lia... | -4.03 |
| | | | | 2100 · Payroll Lia... | -7.70 |
| | | | | 2100 · Payroll Lia... | -640.00 |
| | | | | 6560 · Payroll Ex... | 477.44 |
| | | | | 2100 · Payroll Lia... | -477.44 |
| | | | | 2100 · Payroll Lia... | -477.44 |
| | | | | 6560 · Payroll Ex... | 111.66 |
| | | | | 2100 · Payroll Lia... | -111.66 |
| | | | | 2100 · Payroll Lia... | -111.66 |

9:34 AM

02/01/21

PORT OF ARLINGTON
Deposit Detail
January 2021

| Type | Num | Date | Name | Account | Amount |
|-------|-----|------|------|-----------------------|-----------|
| | | | | 2100 · Payroll Lia... | -495.00 |
| | | | | 2111 · Direct Dep... | -5,968.82 |
| TOTAL | | | | | 0.00 |

PORT OF ARLINGTON
Profit & Loss Prev Year Comparison
July 1, 2020 through February 1, 2021

| | Nov 20 | Nov 19 | \$ Change | % Change | Dec 20 | Dec 19 | \$ Change | % Change | Jan 21 | Jan 20 | \$ Change | % Change |
|--|--------|----------|-----------|----------|----------|----------|-----------|----------|----------|----------|-----------|-----------|
| 4110 · Grants Income | | | | | | | | | | | | |
| 4120 · MAPS Grant | 0.00 | 0.00 | 0.00 | 0.0% | 0.00 | 0.00 | 0.00 | 0.0% | 0.00 | 0.00 | 0.00 | 0.0% |
| Total 4110 · Grants Income | 0.00 | 0.00 | 0.00 | 0.0% | 0.00 | 0.00 | 0.00 | 0.0% | 0.00 | 0.00 | 0.00 | 0.0% |
| 4210 · Marina Revenue | 367.50 | 1,120.00 | -752.50 | -67.19% | 1,410.00 | 170.00 | 1,240.00 | 729.41% | 255.00 | 120.00 | 135.00 | 112.5% |
| 4211 · RV Park Revenues | | | | | | | | | | | | |
| 4211-1 · RV Park Monthly Rent | 525.00 | 2,225.00 | -1,700.00 | -76.4% | 1,575.00 | 2,250.00 | -675.00 | -30.0% | 1,575.00 | 2,135.00 | -560.00 | -26.23% |
| 4211-2 · RV Park Weekly Rent | 0.00 | 750.00 | -750.00 | -100.0% | 155.00 | 125.00 | 30.00 | 24.0% | 0.00 | 125.00 | -125.00 | -100.0% |
| 4211-3 · RV Park Daily Rent | 205.00 | 120.00 | 85.00 | 70.83% | 0.00 | 0.00 | 0.00 | 0.0% | 210.00 | 30.00 | 180.00 | 600.0% |
| 4211-4 · RV Park Dry Camp | 170.00 | 18.00 | 152.00 | 844.44% | 110.00 | 0.00 | 110.00 | 100.0% | 290.00 | 18.00 | 272.00 | 1,511.11% |
| 4211-5 · Monthly TV | 0.00 | 20.00 | -20.00 | -100.0% | 0.00 | 20.00 | -20.00 | -100.0% | 0.00 | 40.00 | -40.00 | -100.0% |
| Total 4211 · RV Park Revenues | 900.00 | 3,133.00 | -2,233.00 | -71.27% | 1,840.00 | 2,395.00 | -555.00 | -23.17% | 2,075.00 | 2,348.00 | -273.00 | -11.63% |
| 4213 · Marina Fuel Revenue | | | | | | | | | | | | |
| 4213-2 · Gasoline Sales | 285.78 | 914.15 | -628.37 | -68.74% | 541.90 | 808.98 | -267.08 | -33.01% | 374.32 | 506.14 | -131.82 | -26.04% |
| 4213-1 · Diesel Sales | 0.00 | 0.00 | 0.00 | 0.0% | 0.00 | 0.00 | 0.00 | 0.0% | 0.00 | 0.00 | 0.00 | 0.0% |
| 4213 · Marina Fuel Revenue - Other | 0.00 | 0.00 | 0.00 | 0.0% | 0.00 | 0.00 | 0.00 | 0.0% | 0.00 | 0.00 | 0.00 | 0.0% |
| Total 4213 · Marina Fuel Revenue | 285.78 | 914.15 | -628.37 | -68.74% | 541.90 | 808.98 | -267.08 | -33.01% | 374.32 | 506.14 | -131.82 | -26.04% |
| 4214 · Marina Power and Water Revenue | 0.00 | 0.00 | 0.00 | 0.0% | 0.00 | 0.00 | 0.00 | 0.0% | 0.00 | 0.00 | 0.00 | 0.0% |
| 4340 · Willow Creek Rock Sales | 0.00 | 0.00 | 0.00 | 0.0% | 0.00 | 2,775.45 | -2,775.45 | -100.0% | 0.00 | 0.00 | 0.00 | 0.0% |

PORT OF ARLINGTON
YTD Income & Expense vs. Budget
 YTD

| | Jul '20 - Jun 21 | Budget | % of Budget |
|---|------------------|--------------|-------------|
| Ordinary Income/Expense | | | |
| Income | | | |
| GENERAL FUND RESOURCES | | | |
| 4000 · Carryover Balance | 1,559,144.40 | 1,479,250.00 | 105.4% |
| 4010 · Taxes-Current | 134,864.90 | 122,000.00 | 110.5% |
| 4011 · Taxes-Prior | 2,732.05 | 500.00 | 546.4% |
| 4020 · Interest - NOW Checking | 41.61 | 0.00 | 100.0% |
| 4021 · Interest - Best A/C | 1,262.84 | 0.00 | 100.0% |
| 4022 · Interest - LGIP A/C | 6,097.48 | 10,000.00 | 61.0% |
| 4030 · Land Rental | 4,000.00 | 16,000.00 | 25.0% |
| | | | |
| 4050 · Grain Elevator Lease Pymt | 111,659.73 | 111,659.00 | 100.0% |
| 4110 · Grants Income | | | |
| 4111 · OSMB Grant | 0.00 | 353,760.00 | 0.0% |
| 4113 · Gilliam County Grant | 0.00 | 213,000.00 | 0.0% |
| 4114 · Unanticipated Grant Funds | 0.00 | 100.00 | 0.0% |
| 4120 · MAPS Grant | 7,000.00 | 7,000.00 | 100.0% |
| 4110 · Grants Income - Other | 0.00 | 0.00 | 0.0% |
| | | | |
| Total 4110 · Grants Income | 7,000.00 | 573,860.00 | 1.2% |
| | | | |
| 4210 · Marina Revenue | 4,842.50 | 5,000.00 | 96.9% |
| 4211 · RV Park Revenues | | | |
| 4211-1 · RV Park Monthly Rent | 16,275.00 | 0.00 | 100.0% |
| 4211-2 · RV Park Weekly Rent | 915.00 | 0.00 | 100.0% |
| 4211-3 · RV Park Daily Rent | 5,805.00 | 0.00 | 100.0% |
| 4211-4 · RV Park Dry Camp | 2,231.50 | 0.00 | 100.0% |
| 4211 · RV Park Revenues - Other | 0.00 | 40,000.00 | 0.0% |
| | | | |
| Total 4211 · RV Park Revenues | 25,226.50 | 40,000.00 | 63.1% |
| | | | |
| 4213 · Marina Fuel Revenue | | | |
| 4213-2 · Gasoline Sales | 7,666.94 | 0.00 | 100.0% |
| 4213-1 · Diesel Sales | 1,050.34 | 0.00 | 100.0% |
| 4213 · Marina Fuel Revenue - Other | 0.00 | 12,000.00 | 0.0% |
| | | | |
| Total 4213 · Marina Fuel Revenue | 8,717.28 | 12,000.00 | 72.6% |
| | | | |
| 4214 · Marina Power and Water Revenue | 280.00 | 250.00 | 112.0% |
| 4340 · Willow Creek Rock Sales | 19,049.28 | 40,000.00 | 47.6% |
| 4350 · Willow Creek Lease Revenue | 12,188.96 | 0.00 | 100.0% |
| 4400 · Donations/Gifts | 0.00 | 100.00 | 0.0% |
| 4500 · Miscellaneous Income | 280.00 | 100.00 | 280.0% |
| | | | |
| Total GENERAL FUND RESOURCES | 1,897,387.53 | 2,410,719.00 | 78.7% |
| | | | |
| 5000 · ECONOMIC DEVELOP FUND RESOURCES | | | |
| 5034 · Taxes Collected for the Hanger | 1,055.00 | 1,275.00 | 82.7% |
| 5005 · Carryover (cash basis) | 0.00 | 248,600.00 | 0.0% |
| 5031 · Building Lease 11-002 | 53,200.00 | 93,936.00 | 56.6% |
| 5032 · Building Lease 11-004 | 7,500.00 | 15,000.00 | 50.0% |
| 5033 · Flex Bldg Lease | 3,500.00 | 1,000.00 | 350.0% |
| 5113 · Grants - Gilliam County | 20,000.00 | 100,000.00 | 20.0% |
| 5114 · Unanticipated Grant Funds | 0.00 | 1,000.00 | 0.0% |
| 5116 · Grants - Other | 8,394.00 | 7,800.00 | 107.6% |
| 5130 · SIP Funds | 0.00 | 25,000.00 | 0.0% |
| 5600 · Transfer from General Fund | 0.00 | 0.00 | 0.0% |
| 5000 · ECONOMIC DEVELOP FUND RESOURCES - O... | 352,967.55 | | |
| | | | |
| Total 5000 · ECONOMIC DEVELOP FUND RESOURCES | 446,616.55 | 493,611.00 | 90.5% |

PORT OF ARLINGTON
YTD Income & Expense vs. Budget
YTD

| | Jul '20 - Jun 21 | Budget | % of Budget |
|---|---------------------|---------------------|--------------|
| RESERVE FUND RESOURCES | | | |
| 9000 · Reserve Fund Beginning Balance | 65,310.94 | 65,310.94 | 100.0% |
| 9001 · Transfer from General Fund | 0.00 | 11,650.00 | 0.0% |
| 9002 · Interest Earned Reserve Fund | 363.23 | 400.00 | 90.8% |
| Total RESERVE FUND RESOURCES | 65,674.17 | 77,360.94 | 84.9% |
| Total Income | 2,409,678.25 | 2,981,690.94 | 80.8% |
| Expense | | | |
| 6560 · Payroll Expenses | 0.00 | 0.00 | 0.0% |
| GENERAL FUND EXPENSES | | | |
| ADMINISTRATION EXPENSES | | | |
| 6000 · Personal Services - AD | | | |
| 6008 · Port Manager | 13,513.61 | 24,700.00 | 54.7% |
| 6009 · Administrative Assistant | 21,581.70 | 37,200.00 | 58.0% |
| 6011 · Payroll Taxes - Staff | 2,586.34 | 6,200.00 | 41.7% |
| 6012 · Training | 0.00 | 500.00 | 0.0% |
| 6013 · Workmens Compensation | 175.00 | 250.00 | 70.0% |
| 6015 · Employee Benefits Insurance | 15,342.32 | 32,250.00 | 47.6% |
| 6016 · Employee Benefits Retirement | 4,211.43 | 9,100.00 | 46.3% |
| Total 6000 · Personal Services - AD | 57,410.40 | 110,200.00 | 52.1% |
| 6100 · Materials and Services - AD | | | |
| 6110 · Internet Service | 235.10 | | |
| 6111 · Utilities | 311.00 | 3,700.00 | 8.4% |
| 6112 · Office Supplies and Equipment | 1,677.51 | 3,500.00 | 47.9% |
| 6113 · Legal Fees | 1,950.00 | 12,000.00 | 16.3% |
| 6114 · Insurance, Treasurer Bond | 280.00 | 500.00 | 56.0% |
| 6115 · Dues, Subscriptions, Fees | | | |
| 6115-1 · Credit Card Fees | 2,141.81 | 3,800.00 | 56.4% |
| 6115 · Dues, Subscriptions, Fees - Other | 3,070.89 | 7,000.00 | 43.9% |
| Total 6115 · Dues, Subscriptions, Fees | 5,212.70 | 10,800.00 | 48.3% |
| 6116 · Audit, Budget, Legal Notices | 7,680.00 | 10,000.00 | 76.8% |
| 6117 · Telephone and Internet Srv. | 746.98 | 3,000.00 | 24.9% |
| 6118 · Advertising - AD | 560.25 | 250.00 | 224.1% |
| 6119 · Commissioner Fees/Expenses | 134.40 | 3,000.00 | 4.5% |
| 6120 · Medi/SS for Commissioners | 57.38 | 300.00 | 19.1% |
| 6121 · Donations | 150.00 | 1,000.00 | 15.0% |
| 6122 · Meetings and Elections | 867.21 | 2,000.00 | 43.4% |
| 6123 · Miscellaneous - AD | 374.84 | 200.00 | 187.4% |
| 6124 · Consultant Services | 0.00 | 2,000.00 | 0.0% |
| 6126 · Contingency | 0.00 | 156,759.00 | 0.0% |
| 6127 · Commissioner Conference & Trave | 315.27 | 3,000.00 | 10.5% |
| 6128 · Staff Travel/Food/Lodging | 185.59 | 500.00 | 37.1% |
| 6129 · Postage | 153.20 | 1,000.00 | 15.3% |
| 6130 · Bad Debt Write Off | 0.00 | 100.00 | 0.0% |
| 6100 · Materials and Services - AD - Other | 484.51 | | |
| Total 6100 · Materials and Services - AD | 21,375.94 | 213,609.00 | 10.0% |
| 6170 · Transfers Out of General Fund | 0.00 | 11,650.00 | 0.0% |
| Total ADMINISTRATION EXPENSES | 78,786.34 | 335,459.00 | 23.5% |
| ECONOMIC DEVELOPMENT | 0.00 | 0.00 | 0.0% |
| ISLAND PARK | | | |
| 6600 · Personal Services | | | |
| 6610 · Maintenance Person | 10,021.07 | 13,500.00 | 74.2% |
| 6611 · Payroll Taxes | 784.27 | 850.00 | 92.3% |
| 6612 · Worker's Comp Insurance | 19.00 | 500.00 | 3.8% |
| Total 6600 · Personal Services | 10,824.34 | 14,850.00 | 72.9% |

PORT OF ARLINGTON
YTD Income & Expense vs. Budget
 YTD

| | Jul '20 - Jun 21 | Budget | % of Budget |
|--|------------------|---------------------|--------------|
| 6620 · Materials & Services | | | |
| 6621 · Water Fees | 0.00 | 1,200.00 | 0.0% |
| 6622 · Sanitation | 1,047.06 | 1,000.00 | 104.7% |
| 6623 · Comfort Station Supplies | 1,125.14 | 1,800.00 | 62.5% |
| 6624 · Park Electricity | 799.98 | 1,500.00 | 53.3% |
| 6625 · Pest Control / Chem & Fert. | 49.38 | 200.00 | 24.7% |
| 6626 · Insurance | 0.00 | 2,000.00 | 0.0% |
| 6627 · Park Maintenance & Supplies | 376.43 | 2,800.00 | 13.4% |
| 6628 · Miscellaneous | 0.00 | 100.00 | 0.0% |
| Total 6620 · Materials & Services | 3,397.99 | 10,600.00 | 32.1% |
| 6630 · Capital Outlay | | | |
| 6636 · Marine Board Grant Match | 0.00 | 142,350.00 | 0.0% |
| 6635 · Grant Match Isl.Erosion Repair | 0.00 | 76,000.00 | 0.0% |
| 6634 · Grant Island Erosion Repair | 0.00 | 353,760.00 | 0.0% |
| 6631 · Park Improvements | 0.00 | 200,000.00 | 0.0% |
| 6632 · Engineering & Surveying | 0.00 | 20,000.00 | 0.0% |
| 6633 · Park Equipment | 0.00 | 213,000.00 | 0.0% |
| Total 6630 · Capital Outlay | 0.00 | 1,005,110.00 | 0.0% |
| Total ISLAND PARK | 14,222.33 | 1,030,560.00 | 1.4% |
| MARINA | | | |
| 6700 · Personal Services | | | |
| 6710 · Maintenance Person | 1,102.84 | 3,900.00 | 28.3% |
| 6711 · Payroll Taxes | 86.74 | 350.00 | 24.8% |
| 6712 · Worker's Comp Insurance | 35.00 | 60.00 | 58.3% |
| Total 6700 · Personal Services | 1,224.58 | 4,310.00 | 28.4% |
| 6720 · Materials & Services | | | |
| 6721 · Marina Electricity | 1,619.69 | 4,500.00 | 36.0% |
| 6722 · OMB Repairs - 1/2 MAPS | 500.00 | 2,000.00 | 25.0% |
| 6723 · Insurance | 0.00 | 2,600.00 | 0.0% |
| 6724 · Marina Maint. & Supplies | 842.00 | 5,000.00 | 16.8% |
| 6725 · Miscellaneous | 0.00 | 500.00 | 0.0% |
| 6726 · Contractural Services | 0.00 | 0.00 | 0.0% |
| 6727 · Marina Fuel | | | |
| 6727-1 · Marina Gas | 6,078.57 | 0.00 | 100.0% |
| 6727 · Marina Fuel - Other | 1,858.79 | 16,000.00 | 11.6% |
| Total 6727 · Marina Fuel | 7,937.36 | 16,000.00 | 49.6% |
| Total 6720 · Materials & Services | 10,899.05 | 30,600.00 | 35.6% |
| 6730 · Captial Outlay | | | |
| 6733 · Marina Equipment | 250.00 | 29,000.00 | 0.9% |
| Total 6730 · Captial Outlay | 250.00 | 29,000.00 | 0.9% |
| Total MARINA | 12,373.63 | 63,910.00 | 19.4% |
| RV PARK EXPENSES | | | |
| 6300 · Personal Services - RV | | | |
| 6310 · Maintenance Person - RV | 1,607.13 | 3,300.00 | 48.7% |
| 6311 · Payroll Taxes, Maintenance - RV | 126.16 | 500.00 | 25.2% |
| 6312 · Workmens Compensation - RV | 159.00 | 240.00 | 66.3% |
| Total 6300 · Personal Services - RV | 1,892.29 | 4,040.00 | 46.8% |

PORT OF ARLINGTON
YTD Income & Expense vs. Budget
YTD

| | Jul '20 - Jun 21 | Budget | % of Budget |
|---|-------------------|---------------------|--------------|
| 6320 · Materials & Services - RV | | | |
| 6321 · Water Fees - RV | 1,601.60 | 4,000.00 | 40.0% |
| 6322 · Sanitation - RV | 442.00 | 2,000.00 | 22.1% |
| 6323 · Electricity - RV Park | 2,871.46 | 9,000.00 | 31.9% |
| 6324 · WIFI - RV | 657.33 | 1,000.00 | 65.7% |
| 6325 · Advertising - RV | 0.00 | 1,000.00 | 0.0% |
| 6326 · Maintenance & Supplies - RV | 2,760.76 | 3,000.00 | 92.0% |
| 6327 · Insurance - RV | 0.00 | 1,800.00 | 0.0% |
| 6328 · Misc. - RV | 0.00 | 250.00 | 0.0% |
| 6329 · Sewer | 2,058.53 | 4,000.00 | 51.5% |
| 6320 · Materials & Services - RV - Other | 75.57 | | |
| Total 6320 · Materials & Services - RV | 10,467.25 | 26,050.00 | 40.2% |
| 6340 · Capital Outlay - RV | | | |
| 6341 · RV Park Const Improv | 0.00 | 60,000.00 | 0.0% |
| 6343 · Grant Match | 0.00 | 8,000.00 | 0.0% |
| 6344 · RV Park Equipment | 0.00 | 80,000.00 | 0.0% |
| Total 6340 · Capital Outlay - RV | 0.00 | 148,000.00 | 0.0% |
| Total RV PARK EXPENSES | 12,359.54 | 178,090.00 | 6.9% |
| WILLOW CREEK QUARRY | | | |
| 6520 · Materials & Services - WQ | | | |
| 6523 · Miscellaneous - WQ | 2,063.00 | 2,000.00 | 103.2% |
| 6524 · Travel | 0.00 | 100.00 | 0.0% |
| Total 6520 · Materials & Services - WQ | 2,063.00 | 2,100.00 | 98.2% |
| 6540 · Capital Outlay - WQ | | | |
| 6542 · Engineering & Surveying | 0.00 | 50,000.00 | 0.0% |
| 6540 · Capital Outlay - WQ - Other | 0.00 | 747,900.00 | 0.0% |
| Total 6540 · Capital Outlay - WQ | 0.00 | 797,900.00 | 0.0% |
| Total WILLOW CREEK QUARRY | 2,063.00 | 800,000.00 | 0.3% |
| Total GENERAL FUND EXPENSES | 119,804.84 | 2,408,019.00 | 5.0% |
| 8400 · ECON.DEVELOP.FUND EXPENSES | | | |
| PERSONNEL SERVICES | | | |
| 8410 · Officer | 40,540.78 | 70,760.00 | 57.3% |
| 8410-1 · Admin. Asst. 1/3 | 11,117.84 | 19,400.00 | 57.3% |
| 8410-2 · Lab Technician | 0.00 | 0.00 | 0.0% |
| 8411 · Payroll Taxes | 3,979.23 | 9,800.00 | 40.6% |
| 8412 · Worker's Comp Ins. | 151.32 | 300.00 | 50.4% |
| 8413 · Employee Benefits - Insurance | 18,377.10 | 31,100.00 | 59.1% |
| 8414 · Employee Benefits - Retirement | 6,198.98 | 10,500.00 | 59.0% |
| Total PERSONNEL SERVICES | 80,365.25 | 141,860.00 | 56.7% |
| MATERIALS AND SERVICES | | | |
| 8421 · Travel/Food/Lodging | 606.11 | 6,000.00 | 10.1% |
| 8422 · Training/Seminars/Conventions | 0.00 | 3,000.00 | 0.0% |
| 8423 · Legal Fees | 1,995.00 | 15,000.00 | 13.3% |
| 8424 · Office Supplies & Equipment | 305.55 | 2,000.00 | 15.3% |
| 8424-3 · Consultant | 0.00 | 4,000.00 | 0.0% |
| 8425 · Utilities | 2,999.59 | 2,800.00 | 107.1% |
| 8426 · Advertising & Marketing | 13,038.00 | 80,000.00 | 16.3% |
| 8426-1 · Dues & Subscriptions | 6.00 | 500.00 | 1.2% |
| 8426-2 · A Town Throw Down | 0.00 | 2,000.00 | 0.0% |
| 8427 · Telephone & Internet Service | 1,275.80 | 2,500.00 | 51.0% |
| 8428 · Website Develop. & Maint. | 0.00 | 500.00 | 0.0% |
| 8429 · Building Insurance | 0.00 | 9,000.00 | 0.0% |
| 8430 · City of Arlington Insitu Lease | 12,600.00 | 21,600.00 | 58.3% |
| 8430-2 · Grant Match | 0.00 | 1,000.00 | 0.0% |
| 8430-3 · Business Start Up Program | 1,299.84 | 40,000.00 | 3.2% |

PORT OF ARLINGTON
YTD Income & Expense vs. Budget
YTD

| | Jul '20 - Jun 21 | Budget | % of Budget |
|--|---------------------|---------------------|------------------|
| 8430-4 · Property Taxes | 0.00 | 1,275.00 | 0.0% |
| 8439 · Contingency | 0.00 | 26,429.00 | 0.0% |
| Total MATERIALS AND SERVICES | 34,125.89 | 217,604.00 | 15.7% |
| CAPITAL OUTLAY | | | |
| 8431 · Land Improvements/Development | 1,977.56 | 17,000.00 | 11.6% |
| 8432 · Engineering & Surveying | 0.00 | 45,000.00 | 0.0% |
| 8435 · Building Construction | 126.36 | 60,000.00 | 0.2% |
| Total CAPITAL OUTLAY | 2,103.92 | 122,000.00 | 1.7% |
| DEBT SERVICE | | | |
| 8441 · Loan - Principal | 5,595.50 | 9,630.00 | 58.1% |
| 8442 · Loan - Interest | 1,488.50 | 2,517.00 | 59.1% |
| Total DEBT SERVICE | 7,084.00 | 12,147.00 | 58.3% |
| Total 8400 · ECON.DEVELOP.FUND EXPENSES | 123,679.06 | 493,611.00 | 25.1% |
| RESERVE FUND EXPENSES | | | |
| 9500 · Repair, Maint., Grant Match | 0.00 | 76,759.00 | 0.0% |
| Total RESERVE FUND EXPENSES | 0.00 | 76,759.00 | 0.0% |
| Total Expense | 243,483.90 | 2,978,389.00 | 8.2% |
| Net Ordinary Income | 2,166,194.35 | 3,301.94 | 65,603.7% |
| Net Income | 2,166,194.35 | 3,301.94 | 65,603.7% |

| 2021 Port of Arlington fuel Sales | | | | | | | | |
|-----------------------------------|-------------|----------|---------|-----------|-------------|--------|---------|----------|
| Date | \$ / gallon | Gasoline | | | \$ / gallon | Diesel | | |
| | | Number | Gallons | \$ Sales | | Number | Gallons | \$ Sales |
| January-21 | \$ 3.49 | 11 | 113 | \$ 374.32 | \$ 2.69 | 0 | 0 | \$ - |
| February-21 | | | | | \$ 2.69 | | | |
| March-21 | | | | | \$ 2.69 | | | |
| April-21 | | | | | \$ 2.69 | | | |
| May-21 | | | | | \$ 2.69 | | | |
| June-21 | | | | | \$ 2.69 | | | |
| July-21 | | | | | \$ 2.69 | | | |
| August-21 | | | | | \$ 2.69 | | | |
| September-21 | | | | | \$ 2.69 | | | |
| October-21 | | | | | \$ 2.69 | | | |
| November-21 | | | | | \$ 2.69 | | | |
| December-21 | | | | | \$ 2.69 | | | |
| YTD Totals | | 11 | 113 | \$ 374.32 | | 0 | 0 | \$ - |

| 2020 Port of Arlington fuel Sales | | | | | | | | |
|-----------------------------------|-------------|----------|---------|--------------|-------------|--------|---------|-------------|
| Date | \$ / gallon | Gasoline | | | \$ / gallon | Diesel | | |
| | | Number | Gallons | \$ Sales | | Number | Gallons | \$ Sales |
| January-20 | \$ 3.99 | 7 | 94 | \$ 373.93 | \$ 2.69 | 0 | 0 | \$ - |
| February-20 | \$ 3.99 | 6 | 31 | \$ 122.30 | \$ 2.69 | 1 | 6 | \$ 16.97 |
| March-20 | \$ 3.99 | 27 | 258 | \$ 1,049.13 | \$ 2.69 | 0 | 0 | \$ - |
| April-20 | \$ 3.99 | 32 | 259 | \$ 1,032.66 | \$ 2.69 | 0 | 0 | \$ - |
| May-20 | \$ 3.99 | 33 | 234 | \$ 836.72 | \$ 2.69 | 1 | 10 | \$ 27.10 |
| June-20 | \$ 3.49 | 49 | 399 | \$ 1,293.61 | \$ 2.69 | 0 | 0 | \$ - |
| July-20 | \$ 3.49 | 50 | 388 | \$ 1,144.76 | \$ 2.69 | 2 | 83 | \$ 223.99 |
| August-20 | \$ 3.49 | 67 | 805 | \$ 2,622.41 | \$ 2.69 | 3 | 89 | \$ 240.06 |
| September-20 | \$ 3.49 | 52 | 495 | \$ 1,631.00 | \$ 2.69 | 0 | 0 | \$ - |
| October-20 | \$ 3.49 | 40 | 247 | \$ 838.95 | \$ 2.69 | 8 | 217 | \$ 586.29 |
| November-20 | \$ 3.49 | 8 | 86 | \$ 300.14 | \$ 2.69 | 0 | 0 | |
| December-20 | \$ 3.49 | 19 | 163 | \$ 541.93 | \$ 2.69 | 0 | 0 | |
| YTD Totals | | 390 | 3,460 | \$ 11,787.54 | | 15 | 405 | \$ 1,094.41 |

| 2019 Port of Arlington fuel Sales | | | | | | | | |
|-----------------------------------|-------------|----------|---------|--------------|-------------|--------|---------|-----------|
| Date | \$ / gallon | Gasoline | | | \$ / gallon | Diesel | | |
| | | Number | Gallons | \$ Sales | | Number | Gallons | \$ Sales |
| January-19 | \$ 3.90 | 11 | 109 | \$ 413.84 | \$ 2.69 | 0 | 0 | \$ - |
| February-19 | \$ 3.90 | 12 | 154 | \$ 583.47 | \$ 2.69 | 0 | 0 | \$ - |
| March-19 | \$ 3.90 | 13 | 91 | \$ 337.40 | \$ 2.69 | 0 | 0 | \$ - |
| April-19 | \$ 3.90 | 33 | 268 | \$ 1,004.21 | \$ 2.69 | 0 | 0 | \$ - |
| May-19 | \$ 4.59 | 41 | 291 | \$ 1,256.28 | \$ 2.69 | 0 | 0 | \$ - |
| June-19 | \$ 4.59 | 40 | 331 | \$ 1,528.44 | \$ 2.69 | 0 | 0 | \$ - |
| July-19 | \$ 3.99 | 46 | 443 | \$ 1,872.21 | \$ 2.69 | 1 | 13 | \$ 35.49 |
| August-19 | \$ 3.99 | 57 | 618 | \$ 2,442.36 | \$ 2.69 | 3 | 108 | \$ 290.91 |
| September-19 | \$ 3.99 | 45 | 465 | \$ 1,757.99 | \$ 2.69 | 5 | 46 | \$ 123.11 |
| October-19 | \$ 3.99 | 38 | 422 | \$ 1,576.03 | \$ 2.69 | 4 | 184 | \$ 472.91 |
| November-19 | \$ 3.99 | 24 | 229 | \$ 914.15 | \$ 2.69 | 0 | 0 | \$ - |
| December-19 | \$ 3.99 | 16 | 212 | \$ 808.98 | \$ 2.69 | 0 | 0 | \$ - |
| YTD Totals | | 376 | 3,632 | \$ 14,495.36 | | 13 | 352 | \$ 922.42 |

PORT OF ARLINGTON
Check Detail
January 2021

| Type | Num | Date | Name | Item | Account | Paid Amount | Original Amount |
|-----------------|-----|------------|--------------------|------|----------------------|-------------|-----------------|
| Check | | 01/11/2021 | QuickBooks Pay... | | 1001 · Bank of E... | | -1.75 |
| | | | | | 6560 · Payroll Ex... | -1.75 | 1.75 |
| TOTAL | | | | | | -1.75 | 1.75 |
| Liability Check | | 01/28/2021 | QuickBooks Pay... | | 1001 · Bank of E... | | -9,740.81 |
| | | | | | 2111 · Direct Dep... | -9,740.81 | 9,740.81 |
| TOTAL | | | | | | -9,740.81 | 9,740.81 |
| Check | | 01/28/2021 | QuickBooks Pay... | | 1001 · Bank of E... | | -3.50 |
| | | | | | 6560 · Payroll Ex... | -3.50 | 3.50 |
| TOTAL | | | | | | -3.50 | 3.50 |
| Check | DD | 01/12/2021 | Peter Mitchell | | 1001 · Bank of E... | | -119.44 |
| | | | | | 8421 · Travel/Foo... | -4.44 | 4.44 |
| | | | | | 8427 · Telephone... | -115.00 | 115.00 |
| TOTAL | | | | | | -119.44 | 119.44 |
| Check | DD | 01/29/2021 | kelly Lee Margh... | | 1001 · Bank of E... | | -80.59 |
| | | | | | 6128 · Staff Trav... | -80.59 | 80.59 |
| TOTAL | | | | | | -80.59 | 80.59 |
| Check | DD | 01/29/2021 | Peter Mitchell | | 1001 · Bank of E... | | -139.54 |
| | | | | | 8421 · Travel/Foo... | -20.54 | 20.54 |
| | | | | | 8427 · Telephone... | -119.00 | 119.00 |
| TOTAL | | | | | | -139.54 | 139.54 |
| Check | EFT | 01/04/2021 | Heartland Paym... | | 1001 · Bank of E... | | -275.81 |
| | | | | | 6115-1 · Credit C... | -275.81 | 275.81 |
| TOTAL | | | | | | -275.81 | 275.81 |

\$33568.35

9:35 AM
02/01/21

PORT OF ARLINGTON
Check Detail
January 2021

| Type | Num | Date | Name | Item | Account | Paid Amount | Original Amount |
|-----------------|-----|------------|---------------------|------------------------|---------------------|-------------|-----------------|
| Check | EFT | 01/08/2021 | Pacific Power | | 1001 · Bank of E... | | -1,195.80 |
| | | | | 6100 · Materials ... | | -58.02 | 58.02 |
| | | | | 6323 · Electricity ... | | -328.78 | 328.78 |
| | | | | 6721 · Marina Ele... | | -343.64 | 343.64 |
| | | | | 6721 · Marina Ele... | | -137.53 | 137.53 |
| | | | | 6624 · Park Elect... | | -177.53 | 177.53 |
| | | | | 8425 · Utilities | | -150.30 | 150.30 |
| TOTAL | | | | | | -1,195.80 | 1,195.80 |
| Liability Check | EFT | 01/11/2021 | Oregon Departm... | | 1001 · Bank of E... | | -32.56 |
| | | | | 2100 · Payroll Lia... | | -32.56 | 32.56 |
| TOTAL | | | | | | -32.56 | 32.56 |
| Check | EFT | 01/12/2021 | Oregon Departm... | | 1001 · Bank of E... | | -42.16 |
| | | | | 6011 · Payroll Ta... | | -42.16 | 42.16 |
| TOTAL | | | | | | -42.16 | 42.16 |
| Liability Check | EFT | 01/27/2021 | Oregon Departm... | | 1001 · Bank of E... | | -859.00 |
| | | | | 2100 · Payroll Lia... | | -859.00 | 859.00 |
| TOTAL | | | | | | -859.00 | 859.00 |
| Liability Check | EFT | 01/27/2021 | United States Tr... | | 1001 · Bank of E... | | -3,144.02 |
| | | | | 2100 · Payroll Lia... | | -1,012.00 | 1,012.00 |
| | | | | 2100 · Payroll Lia... | | -863.95 | 863.95 |
| | | | | 2100 · Payroll Lia... | | -863.95 | 863.95 |
| | | | | 2100 · Payroll Lia... | | -202.06 | 202.06 |
| | | | | 2100 · Payroll Lia... | | -202.06 | 202.06 |
| TOTAL | | | | | | -3,144.02 | 3,144.02 |

9:35 AM

02/01/21

PORT OF ARLINGTON
Check Detail
 January 2021

| Type | Num | Date | Name | Item | Account | Paid Amount | Original Amount |
|-----------------------|----------|------------|---------------------|-----------------------|---------------------|-------------|-----------------|
| Check | EFT | 01/27/2021 | Bank of Eastern ... | | 1001 · Bank of E... | | -17.50 |
| | | | | | 6115 · Dues, Sub... | -17.50 | 17.50 |
| TOTAL | | | | | | -17.50 | 17.50 |
| Paycheck | DD1... | 01/29/2021 | Margheim, Kelly L | | 1001 · Bank of E... | | 0.00 |
| | | | | 6560 · Payroll Ex... | -3,923.12 | 3,923.12 | |
| | | | | 6560 · Payroll Ex... | -406.46 | 406.46 | |
| | | | | 6560 · Payroll Ex... | -412.96 | 412.96 | |
| | | | | 6560 · Payroll Ex... | -2,292.07 | 2,292.07 | |
| | | | | 2100 · Payroll Lia... | 2,292.07 | -2,292.07 | |
| | | | | 6560 · Payroll Ex... | -116.46 | 116.46 | |
| | | | | 2100 · Payroll Lia... | 116.46 | -116.46 | |
| | | | | 6560 · Payroll Ex... | -569.10 | 569.10 | |
| | | | | 2100 · Payroll Lia... | 569.10 | -569.10 | |
| | | | | 6560 · Payroll Ex... | -4.28 | 4.28 | |
| | | | | 2100 · Payroll Lia... | 4.28 | -4.28 | |
| | | | | 2100 · Payroll Lia... | 4.74 | -4.74 | |
| | | | | 2100 · Payroll Lia... | 328.00 | -328.00 | |
| | | | | 6560 · Payroll Ex... | -294.04 | 294.04 | |
| | | | | 2100 · Payroll Lia... | 294.04 | -294.04 | |
| | | | | 2100 · Payroll Lia... | 294.04 | -294.04 | |
| | | | | 6560 · Payroll Ex... | -68.77 | 68.77 | |
| | | | | 2100 · Payroll Lia... | 68.77 | -68.77 | |
| | | | | 2100 · Payroll Lia... | 68.77 | -68.77 | |
| 2100 · Payroll Lia... | 275.00 | -275.00 | | | | | |
| 2111 · Direct Dep... | 3,394.79 | -3,394.79 | | | | | |
| 2111 · Direct Dep... | 377.20 | -377.20 | | | | | |
| TOTAL | | | | | | 0.00 | 0.00 |
| Paycheck | DD1... | 01/29/2021 | Mitchell, Peter D | | 1001 · Bank of E... | | 0.00 |
| | | | | 6560 · Payroll Ex... | -7,700.62 | 7,700.62 | |
| | | | | 6560 · Payroll Ex... | -924.07 | 924.07 | |
| | | | | 2100 · Payroll Lia... | 924.07 | -924.07 | |
| | | | | 6560 · Payroll Ex... | -2,292.07 | 2,292.07 | |
| | | | | 2100 · Payroll Lia... | 2,292.07 | -2,292.07 | |
| | | | | 6560 · Payroll Ex... | -116.46 | 116.46 | |
| | | | | 2100 · Payroll Lia... | 116.46 | -116.46 | |
| | | | | 6560 · Payroll Ex... | -4.03 | 4.03 | |
| | | | | 2100 · Payroll Lia... | 4.03 | -4.03 | |
| 2100 · Payroll Lia... | 7.70 | -7.70 | | | | | |
| 2100 · Payroll Lia... | 640.00 | -640.00 | | | | | |

9:35 AM
02/01/21

PORT OF ARLINGTON
Check Detail
January 2021

| Type | Num | Date | Name | Item | Account | Paid Amount | Original Amount |
|-------|------|------------|---------------------|------|-----------------------|-------------|-----------------|
| | | | | | 6560 · Payroll Ex... | -477.44 | 477.44 |
| | | | | | 2100 · Payroll Lia... | 477.44 | -477.44 |
| | | | | | 2100 · Payroll Lia... | 477.44 | -477.44 |
| | | | | | 6560 · Payroll Ex... | -111.66 | 111.66 |
| | | | | | 2100 · Payroll Lia... | 111.66 | -111.66 |
| | | | | | 2100 · Payroll Lia... | 111.66 | -111.66 |
| | | | | | 2100 · Payroll Lia... | 495.00 | -495.00 |
| | | | | | 2111 · Direct Dep... | 5,968.82 | -5,968.82 |
| TOTAL | | | | | | 0.00 | 0.00 |
| Check | 9511 | 01/11/2021 | Bank of Eastern ... | | 1001 · Bank of E... | | -1,671.26 |
| | | | | | 6115 · Dues, Sub... | -133.99 | 133.99 |
| | | | | | 6112 · Office Sup... | -53.75 | 53.75 |
| | | | | | 6129 · Postage | -58.60 | 58.60 |
| | | | | | 6112 · Office Sup... | -109.17 | 109.17 |
| | | | | | 6326 · Maintenanc... | -1,315.75 | 1,315.75 |
| TOTAL | | | | | | -1,671.26 | 1,671.26 |
| Check | 9512 | 01/11/2021 | City of Arlington | | 1001 · Bank of E... | | -538.40 |
| | | | | | 6111 · Utilities | -45.00 | 45.00 |
| | | | | | 8425 · Utilities | -135.00 | 135.00 |
| | | | | | 6622 · Sanitation | -53.00 | 53.00 |
| | | | | | 6321 · Water Fee... | -124.00 | 124.00 |
| | | | | | 6329 · Sewer | -142.40 | 142.40 |
| | | | | | 6322 · Sanitation ... | -39.00 | 39.00 |
| TOTAL | | | | | | -538.40 | 538.40 |
| Check | 9513 | 01/11/2021 | Arlington Hardw... | | 1001 · Bank of E... | | -340.07 |
| | | | | | 6326 · Maintenanc... | -227.69 | 227.69 |
| | | | | | 6112 · Office Sup... | -25.98 | 25.98 |
| | | | | | 6724 · Marina Ma... | -20.97 | 20.97 |
| | | | | | 6627 · Park Maint... | -65.43 | 65.43 |
| TOTAL | | | | | | -340.07 | 340.07 |

PORT OF ARLINGTON
Check Detail
 January 2021

| Type | Num | Date | Name | Item | Account | Paid Amount | Original Amount |
|----------|------|------------|---------------------|------|-----------------------|-------------|-----------------|
| Check | 9514 | 01/11/2021 | Gilliam County T... | | 1001 · Bank of E... | | -1,012.00 |
| | | | | | 8441 · Loan - Pri... | -802.97 | 802.97 |
| | | | | | 8442 · Loan - Inte... | -209.03 | 209.03 |
| TOTAL | | | | | | -1,012.00 | 1,012.00 |
| Check | 9515 | 01/12/2021 | Meadow Outdoo... | | 1001 · Bank of E... | | -1,420.00 |
| | | | | | 8426 · Advertisin... | -1,420.00 | 1,420.00 |
| TOTAL | | | | | | -1,420.00 | 1,420.00 |
| Check | 9516 | 01/12/2021 | Arlington T.V. C... | | 1001 · Bank of E... | | -177.50 |
| | | | | | 8427 · Telephone... | -40.00 | 40.00 |
| | | | | | 6114 · Insurance,... | -40.00 | 40.00 |
| | | | | | 6324 · WIFI - RV | -40.00 | 40.00 |
| | | | | | 8424 · Office Sup... | -57.50 | 57.50 |
| TOTAL | | | | | | -177.50 | 177.50 |
| Check | 9517 | 01/12/2021 | VanKoten & Cle... | | 1001 · Bank of E... | | -17.50 |
| | | | | | 8423 · Legal Fees | -17.50 | 17.50 |
| TOTAL | | | | | | -17.50 | 17.50 |
| Check | 9518 | 01/12/2021 | Nicholas Evans | | 1001 · Bank of E... | | -600.00 |
| | | | | | 8430-3 · Busines... | -600.00 | 600.00 |
| TOTAL | | | | | | -600.00 | 600.00 |
| Paycheck | 9519 | 01/29/2021 | Metzker, James L | | 1001 · Bank of E... | | -1,242.85 |
| | | | | | 6560 · Payroll Ex... | -1,491.44 | 1,491.44 |
| | | | | | 6560 · Payroll Ex... | -2.53 | 2.53 |
| | | | | | 2100 · Payroll Lia... | 2.53 | -2.53 |
| | | | | | 2100 · Payroll Lia... | 1.49 | -1.49 |
| | | | | | 2100 · Payroll Lia... | 44.00 | -44.00 |
| | | | | | 6560 · Payroll Ex... | -92.47 | 92.47 |
| | | | | | 2100 · Payroll Lia... | 92.47 | -92.47 |
| | | | | | 2100 · Payroll Lia... | 92.47 | -92.47 |

PORT OF ARLINGTON
Check Detail
 January 2021

| Type | Num | Date | Name | Item | Account | Paid Amount | Original Amount |
|-----------------|------|------------|---------------------|------|-----------------------|-------------|-----------------|
| | | | | | 6560 · Payroll Ex... | -21.63 | 21.63 |
| | | | | | 2100 · Payroll Lia... | 21.63 | -21.63 |
| | | | | | 2100 · Payroll Lia... | 21.63 | -21.63 |
| | | | | | 2100 · Payroll Lia... | 89.00 | -89.00 |
| TOTAL | | | | | | -1,242.85 | 1,242.85 |
| Liability Check | 9520 | 01/27/2021 | Fidelity Brokera... | | 1001 · Bank of E... | | -1,493.17 |
| | | | | | 2100 · Payroll Lia... | -1,493.17 | 1,493.17 |
| TOTAL | | | | | | -1,493.17 | 1,493.17 |
| Check | 9521 | 01/27/2021 | Loop Net | | 1001 · Bank of E... | | -69.00 |
| | | | | | 8426 · Advertisin... | -69.00 | 69.00 |
| TOTAL | | | | | | -69.00 | 69.00 |
| Check | 9522 | 01/27/2021 | Bishop Sanitatio... | | 1001 · Bank of E... | | -255.00 |
| | | | | | 6622 · Sanitation | -255.00 | 255.00 |
| TOTAL | | | | | | -255.00 | 255.00 |
| Check | 9523 | 01/27/2021 | Gorge Networks | | 1001 · Bank of E... | | -204.48 |
| | | | | | 8427 · Telephone... | -51.12 | 51.12 |
| | | | | | 6324 · WIFI - RV | -51.12 | 51.12 |
| | | | | | 6117 · Telephone... | -51.12 | 51.12 |
| | | | | | 6117 · Telephone... | -51.12 | 51.12 |
| TOTAL | | | | | | -204.48 | 204.48 |
| Check | 9524 | 01/27/2021 | SDIS | | 1001 · Bank of E... | | -4,817.06 |
| | | | | | 2100 · Payroll Lia... | -2,292.07 | 2,292.07 |
| | | | | | 2100 · Payroll Lia... | -116.46 | 116.46 |
| | | | | | 2100 · Payroll Lia... | -2,292.07 | 2,292.07 |
| | | | | | 2100 · Payroll Lia... | -116.46 | 116.46 |
| TOTAL | | | | | | -4,817.06 | 4,817.06 |

PORT OF ARLINGTON
Check Detail
 January 2021

| Type | Num | Date | Name | Item | Account | Paid Amount | Original Amount |
|-------|------|------------|----------------------|------|-----------------------|-------------|-----------------|
| Check | 9525 | 01/27/2021 | The City of Arlin... | | 1001 · Bank of E... | | -1,800.00 |
| | | | | | 8430 · City of Ari... | -1,800.00 | 1,800.00 |
| TOTAL | | | | | | -1,800.00 | 1,800.00 |
| Check | 9526 | 01/27/2021 | James Metzker | | 1001 · Bank of E... | | -68.30 |
| | | | | | 8421 · Travel/Foo... | -33.30 | 33.30 |
| | | | | | 6128 · Staff Trav... | -35.00 | 35.00 |
| TOTAL | | | | | | -68.30 | 68.30 |
| Check | 9527 | 01/27/2021 | Gordon's Electric | | 1001 · Bank of E... | | -1,118.48 |
| | | | | | 6722 · OMB Rep... | -500.00 | 500.00 |
| | | | | | 6326 · Maintenanc... | -618.48 | 618.48 |
| TOTAL | | | | | | -1,118.48 | 1,118.48 |
| Check | 9528 | 01/27/2021 | Arlington Hardw... | | 1001 · Bank of E... | | -95.36 |
| | | | | | 6326 · Maintenanc... | -58.12 | 58.12 |
| | | | | | 6724 · Marina Ma... | -13.38 | 13.38 |
| | | | | | 6627 · Park Maint... | -23.86 | 23.86 |
| TOTAL | | | | | | -95.36 | 95.36 |
| Check | 9529 | 01/27/2021 | Daily Journal of ... | | 1001 · Bank of E... | | -533.00 |
| | | | | | 8426 · Advertisin... | -533.00 | 533.00 |
| TOTAL | | | | | | -533.00 | 533.00 |
| Check | 9530 | 01/27/2021 | Nicholas Evans | | 1001 · Bank of E... | | 0.00 |
| TOTAL | | | | | | 0.00 | 0.00 |
| Check | 9531 | 01/27/2021 | Nicholas Evans | | 1001 · Bank of E... | | -475.00 |
| | | | | | 8430-3 · Busines... | -475.00 | 475.00 |
| TOTAL | | | | | | -475.00 | 475.00 |

kelly.margheim@portofarlington.com

From: Peter Mitchell <peter.mitchell@portofarlington.com>
Sent: Thursday, January 21, 2021 7:58 AM
To: 'Kelly Margheim'
Subject: FW: Recruitment
Attachments: CEO Facilitation Recruitment Process_Letter to Board .pdf; SDAO Executive Search Components.pdf

This material is for the board.....

From: Shanta Carter [mailto:scarter@sdao.com]
Sent: Thursday, January 21, 2021 7:20 AM
To: Peter Mitchell
Subject: RE: Recruitment

Good Morning Peter,

Thank you so much for reaching out and congratulations on your impending retirement!

I have attached a letter to the Board, this is simply intended to be a checklist that includes the process of a recruitment. I have also attached the SDAO Executive Search Components, this is a list of items that the Consultant will facilitate during the process.

The position announcement will be posted to SDAO.com classifieds, Oregon Public Ports Association, Pacific NW Waterways Association, Pacific Coast Congress of Harbor Masters & Port Managers, and the District's website.

The cost associated with the Management Recruitment is nominal and will cover the Consultant's time, travel, and any other cost's associated with the recruitment. Typically we do a not to exceed fee agreement. I have attached a fee agreement for your review.

If the Commissioners approve SDAO to facilitate their recruitment process, I will assign a Senior Consultant that will be in contact and will assist with ensuring the Job Description is up-to-date, creating an appealing Position Announcement and create a timeline for the process.

I hope I have answered any questions you may have, but if you have more questions, please feel free to email me or call me at any time. I look forward to hearing from you.

Thank you,

Shanta Carter
Consulting Services Administrator
S|D|A|O
Direct: 503.906.7251
Toll Free: 800.305.1736 ext.251
Fax: 503.620.9817
SDAO Website: www.sdao.com

Board Members,

Special Districts Association of Oregon, through their Consulting Services Program, routinely assists special districts with Chief Executive Officer (CEO) recruitment and hiring processes.

The assistance provided by SDAO is based on the needs and desires of each individual special district's board of directors and may include all aspects from recruitment to final contract negotiations with the final candidate.

It is important that the board of directors of a special district include the following when developing plans for an executive recruitment and hiring process.

1. Develop/review a clear and concise job description for the position, outlining minimum standards, expectations, and performance evaluation process. (Public Process)
2. Review/develop benefit package for position. (Public Process)
3. Determine recruitment/hiring process to be conducted: (Public Process)
 - A. Internal recruitment
 - B. External recruitment
4. Determine selection/screening process:
 - A. Assessment center
 - a) Interview panels
 - b) Board interviews only
5. Contract for assistance with process or conduct entire process internally.
6. Open the position and require an introductory letter with attached résumé and application.
7. Review resumes to ensure candidate meets minimum standards outlined in job description.
8. All applications and resumes reviewed by individual board members.
9. Apply appropriate scored throughout the recruitment process
10. Perform reference checks on selected semifinalists.
11. Board interviews of finalists. (may be done in Executive Session per ORS 192.660 if 1-4 was done in Public Session)
12. Contingent job offer to final candidate.
13. Complete background check/medical/physical/technical confirmations completed.
14. Contract negotiations, tentative agreement.
15. Contract approved by board of directors. (Public Process)
16. Press release developed and released that announces new hiring and start date.

The list above is intended to be a check list that may not include all aspects of the hiring process desired by any specific board of directors. SDAO has attempted to include those steps necessary to help boards determine a process that is appropriate for its organization and the community it serves.

The Consulting Services Program of SDAO is willing to facilitate and assist member districts with the process if desired. Please email us for more information sdaoconsultingservices@sdao.com. We look forward to hearing from you.

**Special Districts Association of Oregon
Consulting Services Program
Management Recruitment Facilitation Process**

1. Senior Consultant to meets with the District's Board to discuss process:
 - Is Job Description up to date? (HR Answers)
 - Is position benefit package up to date? (Equal pay analysis)
 - Develop process timeline
 - Determine travel reimbursement for candidates
 - Determine if a Background check will be required (Bio-Med)
 - Discuss how evaluation points will be applied
2. Assist District with development of interview/evaluation process for semi-finalist
 - Panel Interviews
 - Technical
 - Community
 - Board only interviews
3. Consultant to develop position recruitment announcement.
 - Administrator places recruitment announcement on SDAO web site and other free association web sites applicable to the District.
 - Senior consultant to help District determine recruitment advertising methods, paid site, and newspapers, etc. applicable for their District. (District Cost)
4. Administrator receives letters of interest, resumes and applications at SDAO Tigard office or via email.
 - Collect
 - Review
 - Assess Qualifications
 - Prepare for distribution to Board/Search Committee
5. Senior Consultant meets with Board to screen candidates and select semi-finalist.
 - Board to evaluate and rate candidates
 - Senior Consultant collects consensus evaluation and applies to scoring
 - Administrator to apply appropriate Veteran Preference points
 - Senior Consultant informs Board President of the results
 - Board President invites selected candidates to interview process (this can be delegated to Consultant to do on behalf of District)
 - Administrator sends email to selected candidates with all the details for the day of the interviews and copies Board President and Senior Consultant.

- Administrator to contact the candidates that did not move forward to the interview process
- 6. Senior Consultant to facilitate interview/evaluation process at site determined by District Board.
- 7. Senior Consultant to assist Board with final selection of new District Manager
- 8. District will conduct background check (Bio-Med)
- 9. Senior Consultant to assist with arranging site visits if required
- 10. Senior Consultant to assist Board as needed.

**Port of Arlington
Port Manager
Hiring Process Timeline
DRAFT**

| | |
|-----|--|
| TBD | Board Meeting to approve agreement with SDAO and review/ discuss job description, benefit package, selection process and timeline. |
| TBD | Board Meeting to approve final job description, benefit package, selection process and timeline. |
| TBD | Recruitment Period Opens |
| TBD | Recruitment Period Closes |
| TBD | Initial evaluation of Candidate resumes completed by SDAO and delivered to Board Members |
| TBD | Special Board Meeting, Executive Session to Review Applicants and select up to five semi-finalists. |
| TBD | Semi-finalist notified |
| TBD | Interview and Assessment Process, Special Board of Commissioners Meeting (Executive Session) for Interviews. (Location TBD) |
| TBD | Possible Board of Commissioners Meeting |
| TBD | Contract negotiations with finalist, background check completed, final reference checks completed. |
| TBD | Start Date for New Port Manager |

**Special Districts Association of Oregon
Consulting Services Agreement**

This agreement is entered into between the Special Districts Association of Oregon (SDAO) and Port of Arlington.

SDAO agrees to provide facilitation and assistance with the Port Manager Recruitment and Hiring process as part of SDAO's Consulting Services Program.

SDAO agrees to provide the Consulting Services at a total cost not to exceed \$4,500.00 including expenses without additional Board approval.

This agreement is made and entered into on this ____ day of _____, 2021

Special Districts Association of Oregon

By: _____
Frank Stratton
SDAO Executive Director

Port of Arlington

By: _____
Board President

Economic Development Officer

Job Description

The Port of Arlington is a taxing District within the jurisdictional boundaries of Gilliam County Oregon. The Port is one of six Ports on the Oregon side of the Columbia River. The main focus of the Port's activities are divided between maritime activities and economic development projects. The Port Economic Development Officer will be responsible for managing the day-to-day economic development activities. The Economic Development Officer must work at the highest level of integrity, honesty and openness, creating strong relationships with key business, governmental and community leaders.

Job Initiatives: Business attraction, retention and expansion

Immediately take responsibility for the management and completion of all current projects.

Identify opportunities and connections relating to current projects.

Develop collateral marketing materials.

Develop capability in-house to develop quality responses and presentation for prospects and community education.

Develop a quality Port website.

Coordinate activities and prepare briefings with and for the Port Board of Commissioners, the Cities of Arlington and Condon, and the Gilliam County Court, as needed.

Develop county, state and federal grant request and applications.

Perform financial analysis on appropriate prospects and develop recommendations for incentive packages and contracts.

Provide high quality experiences for prospect visits.

Provide legislative testimony as needed.

Position Requirements:

At least 6 years of demonstrated economic development experience.

Demonstrated ability to facilitate and close deals.

Demonstrated ability to recruit projects.

Demonstrated ability to acquire grants and financing.

In-depth knowledge of principles and practices of economic development.

Experience working with consultants.

Experience in managing site, facility and project development.

Excellent communication, organizational and strategic planning skills.

Experience in financial packaging and analysis.

Experience in blending local, state, federal and private incentives.

Proven ability to understand the needs of rural communities and regional partnerships.

Personal Characteristics:

Integrity

Vision

Creativity

High Achiever

Goal Setter

Team Player

Enthusiasm and Energy

Strong work ethic

Responsibility

Composure

Focused

Organized

Original Ad from 2011

WANTED: Economic Development Officer: The Port of Arlington is conducting a search to identify an outstanding Economic Development Officer to provide leadership, vision and energy to maximize economic diversification, job creation and take advantage of opportunities. The Port of Arlington is a taxing district within the jurisdictional boundaries of Gilliam County Oregon. The Port is one of six ports on the Oregon side of the Columbia River. The main focus of the Port's activities are divided between maritime activities and economic development projects. The Port Economic Development Officer will be responsible for managing the day to day economic development activities. This person must work at the highest level of integrity, honesty and openness, creating strong relationships with key business, governmental and community leaders. The job initiatives include: business attraction, retention and expansion; immediately take responsibility for the management and completion of all current projects; identify opportunities and connections relating to current projects; develop collateral marketing materials; develop quality responses and presentations for prospects and community education; develop and maintain a quality Port website; coordinate activities and prepare briefings with and for the Port Board of Commissioners, the Cities of Arlington and Condon, and the Gilliam County Court, as needed; develop county, state and federal grant request applications; perform financial analysis on appropriate prospects and develop recommendations for incentive packages and contracts; provide high quality experiences for prospect visits; provide legislative testimony as needed. Position requirements include: at least 6 years demonstrated economic development experience; demonstrate ability to facilitate and close deals; demonstrate ability to recruit projects; demonstrate ability to acquire grants and financing; in-depth knowledge of principles and practices of economic development; experience working with consultants; experience in managing site, facility and project development; excellent communication, organizational and strategic planning skills; experience in financial packaging and analysis; experience in blending local, state, federal and private incentives; proven ability to understand the needs of rural communities and regional partnerships. **Knowledge/experience with wind energy a plus.** Must be a team player, have integrity, vision, creativity, a strong work ethic, goal setter, be a high achiever, be focused and organized. An application packet may be obtained by writing to the Port of Arlington, P.O. Box 279, Arlington, OR 97812, by calling the Port office at (541) 454-2868 any Tuesday, Wednesday or Thursday between 9:00 a.m. till 5:00 p.m., visit the office located at the Arlington marina next to the Port RV Park on Island Park Way or by e-mail: portofarlington@gorge.net. Salary \$35K - \$55K. Position is full-time and comes with benefits.

Audit Engagement Letter

January 31, 2021

Board of Commissioners
Port of Arlington
PO Box 279
Arlington, Oregon 97812

You have requested that we audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information and of Port of Arlington (the Port), as of June 30, 2021, and for the year then ended and the related notes, which collectively comprise the Port's basic financial statements as listed in the table of contents. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter. Our audit will be conducted with the objective of our expressing an opinion on each opinion unit applicable to those basic financial statements.

Accounting principles generally accepted in the United States of America (U.S. GAAP), as promulgated by the Governmental Accounting Standards Board (GASB), require that management's discussion and analysis (MD&A) and certain budgetary comparison information be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the GASB, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the required supplementary information (RSI) in accordance with auditing standards generally accepted in the United States of America (U.S. GAAS). These limited procedures will consist primarily of inquiries of management regarding their methods of measurement and presentation and comparing the information for consistency with management's responses to our inquiries and the underlying accounting and other records. We will not express an opinion or provide any form of assurance on the RSI. The RSI is required by U.S. GAAP and will be subjected to certain limited procedures but will not be audited.

The supplementary information, including combining and individual fund statements, budgetary comparison information, and other supplemental supporting schedules, will be presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information will be subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. Our auditor's report will provide an opinion on the supplementary information in relation to the basic financial statements as a whole.

Auditor Responsibilities

We will conduct our audit in accordance with U.S. GAAS and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and with *Minimum Standards for Audits of Oregon Municipal Corporations* and is in accordance with the requirements of Oregon Revised Statutes 297.405 through 297.555. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the basic financial statements are free from material misstatement. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the basic financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the basic financial statements, whether due to fraud or error, misappropriation of assets, or violations of laws, governmental regulations, grant agreements, or contractual agreements.

An audit also includes evaluating the appropriateness of accounting policies used, and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the basic financial statements. If appropriate, our procedures will therefore include tests of documentary evidence that support the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of cash, investments, and certain other assets and liabilities by correspondence with creditors and financial institutions. As part of our audit process, we will request written representations from your attorneys, and they may bill you for responding. At the conclusion of our audit, we will also request certain written representations from you about the basic financial statements and related matters.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements (whether caused by errors, fraudulent financial reporting, misappropriation of assets, or violations of laws or governmental regulations) may not be detected exists, even though the audit is properly planned and performed in accordance with U.S. GAAS and in accordance with *Government Auditing Standards*, issued by the Comptroller General of the United States, and with *Minimum Standards for Audits of Oregon Municipal Corporations*.

In making our risk assessments, we consider internal control relevant to the Port's preparation and fair presentation of the basic financial statements in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of the Port's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the basic financial statements that we have identified during the audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any other periods.

We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the basic financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

With respect to any nonattest services we perform, we will not assume management responsibilities on behalf of the Port. However, we will provide advice and recommendations to assist management of the Port in performing its responsibilities.

Our responsibilities and limitations of the engagement are limited to the services outlined. Our firm, in its sole professional judgement, reserves the right to refuse to do any procedure or take any action that could be construed as making management decisions or assuming management responsibilities, including determining account coding and approving journal entries.

Compliance with Laws and Regulations

As previously discussed, as part of obtaining reasonable assurance about whether the basic financial statements are free of material misstatement, we will perform tests of the Port's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance, and we will not express such an opinion.

Management Responsibilities

Our audit will be conducted on the basis that management and, when appropriate, those charged with governance acknowledge and understand that they have responsibility:

- For the preparation and fair presentation of the basic financial statements in accordance with accounting principles generally accepted in the United States of America;
- For the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of basic financial statements that are free from material misstatement, whether due to error, fraudulent financial reporting, misappropriation of assets, or violations of laws, governmental regulations, grant agreements, or contractual agreements; and
- To provide us with:
 - Access to all information of which management is aware that is relevant to the preparation and fair presentation of the basic financial statements such as records, documentation, and other matters;
 - Additional information that we may request from management for the purpose of the audit; and
 - Unrestricted access to persons within the Port from whom we determine it necessary to obtain audit evidence.
- For including the auditor's report in any document containing basic financial statements that indicates that such basic financial statements have been audited by the Port's auditor;
- For identifying and ensuring that the Port complies with the laws and regulations applicable to its activities;
- For adjusting the basic financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the current year period(s) under audit are immaterial, both individually and in the aggregate, to the basic financial statements as a whole; and
- For acceptance of nonattest services, including identifying the proper party to oversee nonattest work;
- For maintaining adequate records, selecting and applying accounting principles, and safeguarding assets;

- For informing us of any known or suspected fraud affecting the Port involving management, employees with significant role in internal control and others where fraud could have a material effect on the financials; and
- For the accuracy and completeness of all information provided.

With regard to the supplementary information referred to above, you acknowledge and understand your responsibility: (a) for the preparation of the supplementary information in accordance with the applicable criteria; (b) to provide us with the appropriate written representations regarding supplementary information; (c) to include our report on the supplementary information in any document that contains the supplementary information and that indicates that we have reported on such supplementary information; and (d) to present the supplementary information with the audited basic financial statements, or if the supplementary information will not be presented with the audited basic financial statements, to make the audited basic financial statements readily available to the intended users of the supplementary information no later than the date of issuance by you of the supplementary information and our report thereon.

As part of our audit process, we will request from management and, when appropriate, those charged with governance, written confirmation concerning representations made to us in connection with the audit.

The Port's management is responsible for (a) making all management decisions and performing all management functions; (b) assigning a competent individual to oversee the services; (c) evaluating the adequacy of the services performed; (d) evaluating and accepting responsibility for the results of the services performed; and (e) establishing and maintaining internal controls, including monitoring ongoing activities.

Government Auditing Standards require that we document an assessment of the skills, knowledge, and experience of management, should we participate in any form of preparation of the basic financial statements and related schedules or disclosures as these actions are deemed a nonattest service.

Reporting

We will issue a written report upon completion of our audit of the Port's basic financial statements. Our report will be addressed to the governing body of the Port. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions, add an emphasis-of-matter or other-matter paragraph(s), or withdraw from the engagement.

In accordance with the requirements of *Government Auditing Standards*, we will also issue a written report describing the scope of our testing over internal control over financial reporting and over compliance with laws, regulations, and provisions of grants and contracts, including the results of that testing. However, providing an opinion on internal control and compliance will not be an objective of the audit and, therefore, no such opinion will be expressed.

Other Matters

We understand that your employees will prepare all confirmations we request and will locate any documents or support for any other transactions we select for testing.

If you intend to publish or otherwise reproduce the basic financial statements and make reference to our firm, you agree to provide us with printers' proofs or masters for our review and approval before printing. You also agree to provide us with a copy of the final reproduced material for our approval before it is distributed.

Regarding the electronic dissemination of audited financial statements, including financial statements published electronically on your Internet website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

Provisions of Engagement Administration, Timing, and Fees

In accordance with the requirements of *Government Auditing Standards*, a copy of our August 16, 2019 external peer review report of our firm is available upon request.

The audit documentation for this engagement is the property of Solutions, CPAs PC and constitutes confidential information. However, we may be requested to make certain audit documentation available to a cognizant or oversight agency or its designee, a federal agency providing direct or indirect funding, or to the U.S. Government Accountability Office pursuant to authority given to it by law or regulation, or to peer reviewers. If requested, access to such audit documentation will be provided under the supervision of Solutions' personnel. Furthermore, upon request, we may provide copies of selected audit documentation to these agencies and regulators. The agencies and regulators may intend, or decide, to distribute the copies of information contained therein to others, including other governmental agencies.

We will provide copies of our reports to the Port; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

Adequate copies of the audit shall be delivered to the Port and its form and content shall be in accordance with and not less than that required by the *Minimum Standards for Audits of Oregon Municipal Corporations*.

You agree to inform us of facts that may affect the financial statements of which you may become aware during the period from the date of the auditor's report to the date the financial statements are issued.

The audit shall be started as soon after the contract is executed as is agreeable to the parties hereto, and shall be completed and a written report thereon delivered within a reasonable time, but not later than six months after the close of the audit period, unless an extension of time is agreed upon. We will contact Port personnel to schedule an agreeable time for engagement fieldwork. In the event that the Port needs to reschedule due to unforeseen circumstances, a rescheduling fee may be assessed. We will inform management prior to charging a rescheduling fee.

Mitch T. Saul, CPA is the engagement partner for the services specified in this letter. Their responsibilities include supervising Solutions' services performed as part of this engagement and signing or authorizing another qualified firm representative to sign the audit report.

Based on our estimates, the fee for the audit should not exceed \$7,500. This estimate is based on anticipated cooperation from Port personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss the reasons with management and arrive at a new fee estimate before we incur the additional costs. Rescheduling audit field work and significant additional time in closing the fiscal year are a few examples of events that would justify an additional fee.

This fee does not include additional costs related to the preparation of financial statements in accordance with accounting principles generally accepted in the United States of America. We anticipate the cost of assisting in the preparation of the financial statements will not exceed \$1,500.

We do not charge for incidental telephone calls and inquiries, and we encourage management to use us as a resource throughout the year. Where we find that the Port needs services that will require an additional fee, we can discuss those services and estimate a fee at that time.

During the course of the engagement, we may communicate with you or your personnel via fax or e-mail, and you should be aware that communication in those mediums contains a risk of misdirected or intercepted communications.

You agree to release, indemnify, defend, and hold us harmless from any liability or costs, including attorney's fees, resulting from management's knowing misrepresentations to us.

The audit documentation for this engagement will be retained for a minimum of five years after the date the auditor's report is issued or for any additional period requested by interested parties.

During the course of the audit we may observe opportunities for economy in, or improved controls over, your operations. We will bring such matters to the attention of the appropriate level of management, either orally or in writing.

At the conclusion of our audit engagement, we will communicate to those charged with governance the following significant findings from the audit:

- Our view about the qualitative aspects of the Port's significant accounting practices;
- Significant difficulties, if any, encountered during the audit;
- Uncorrected misstatements, other than those we believe are trivial, if any;
- Disagreements with management, if any;
- Other findings or issues, if any, arising from the audit that are, in our professional judgment, significant and relevant to those charged with governance regarding their oversight of the financial reporting process;
- Material, corrected misstatements that were brought to the attention of management as a result of our audit procedures;
- Representations we requested from management;
- Management's consultations with other accountants, if any; and
- Significant issues, if any, arising from the audit that were discussed, or the subject of correspondence, with management.

Once the books are ready for audit, we will begin fieldwork as scheduled. Generally, the books will be considered ready for audit when:

- All activity is recorded in the accounting records and properly classified by fund.
- Trial balance, in electronic Microsoft Excel format, has been provided **at least 2 weeks prior** to scheduled fieldwork.
- General ledger cash accounts have been reconciled to the statements provided by the Port's financial institutions.
- A listing of accounts receivable (fiscal year 2021 revenue received after 6/30/2021), if applicable, have been listed by fund and income account, evaluated for collectability and amounts received within 60 days of year-end identified.
- Inventories, if applicable, have been counted and valued.
- A list of property and equipment acquired or disposed of, with dates and amounts, is prepared and depreciation has been calculated and a complete listing of fixed assets is available.
- A listing of accounts payable (fiscal year 2021 expenses paid after 6/30/2021), if applicable, to vendors and others is prepared and summarized by fund and expense account.
- Payroll tax reports through the end of the fiscal year have been completed and reconciled to the general ledger.
- A list of the members of the governing body and their addresses at June 30 is prepared and made available.
- New leases, contracts, and notes payable are summarized and made available for review.
- A summary of current, pending or threatened litigation is prepared.
- A schedule of expenditures of federal awards, if applicable, is prepared and reconciled to the general ledger revenue accounts.

If the Port is unable to complete some part of the necessary accounting work to have the Port books ready for audit, we are available to assist the Port. If the Port desires to engage Solutions, CPAs PC for assistance, a separate contract for services may be prepared prior to commencement. To maintain our independence and, therefore our ability to perform the audit in accordance with professional standards, there may be some limitations on the type of services that can be provided.

We appreciate the opportunity to be of service to the Port and believe this letter accurately summarizes the significant terms of our engagement. If the Port has any questions, please let us know. If the Port agrees with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Sincerely,

Solutions, CPAs PC

John Day, Oregon

Response:

This letter correctly sets forth our understanding.

Acknowledged and agreed on behalf of Port of Arlington by:

Name: _____

Title: _____

Date: _____

Audit Contract

January 31, 2021

Board of Commissioners
Port of Arlington
PO Box 279
Arlington, Oregon 97812

This contract, made this _____ day of _____, 2021, in accordance with the requirements of Oregon Revised Statutes 297.405 through 297.555 between Solutions, CPAs PC of John Day, Oregon, and Port of Arlington (the Port) provides as follows:

1. It hereby is agreed that Solutions, CPAs PC shall conduct an audit of the accounts and fiscal affairs of the Port for the period beginning July 1, 2020 and ending June 30, 2021 in accordance with Minimum Standards for Audits of Oregon Municipal Corporations as prescribed by law. The audit shall be undertaken in order to express an opinion upon the financial statements of the Port and to determine if the Port has substantially complied with appropriate legal provisions.
2. Solutions, CPAs PC agrees that the services it has contracted to perform under this contract shall be rendered by it or under its personal supervision and that the work will be faithfully performed with care and diligence.
3. It is understood and agreed that, should unusual conditions arise or be encountered during the course of the audit whereby the services of Solutions, CPAs PC are necessary beyond the extent of the work contemplated, written notification of such unusual conditions shall be delivered to the Port who shall instruct in writing concerning such additional services.
4. The audit shall be started as soon after this contract is executed as is agreeable to the parties hereto and shall be completed and a written report thereon delivered within a reasonable time, but not later than six months after the closing of the audit period covered by this contract unless unforeseen circumstances prevent. Adequate copies of such report shall be delivered to the Port and its form and content shall be in accordance with and not less than that required by the Minimum Standards for Audits of Oregon Municipal Corporations.
5. It is understood and agreed that the Port is responsible for such financial statements as may be necessary to fully disclose and fairly present the results of operations for the period under audit and the financial condition at the end of that period. Should such financial statements not be prepared and presented within a reasonable period of time, it is understood that Solutions, CPAs PC shall draft them for the Port. The cost of preparing such financial statements shall be in addition to the fee for conducting the audit as set forth in paragraph 7 below. Terms related to the preparation of financial statements are outlined within the engagement letter.

6. It is understood and agreed that either party may cancel this contract by giving notice in writing to the other party at least ninety days prior to July 1 of any year.

7. In consideration of the faithful performance of the conditions, covenants, and undertakings herein set forth the Port hereby agrees to pay Solutions, CPAs PC the sum of \$7,500 and the Port hereby affirms that proper provision for the payment of such fee has been or will be duly made and that funds for the payment thereof are or will be made legally available.

This letter correctly sets forth our understanding.

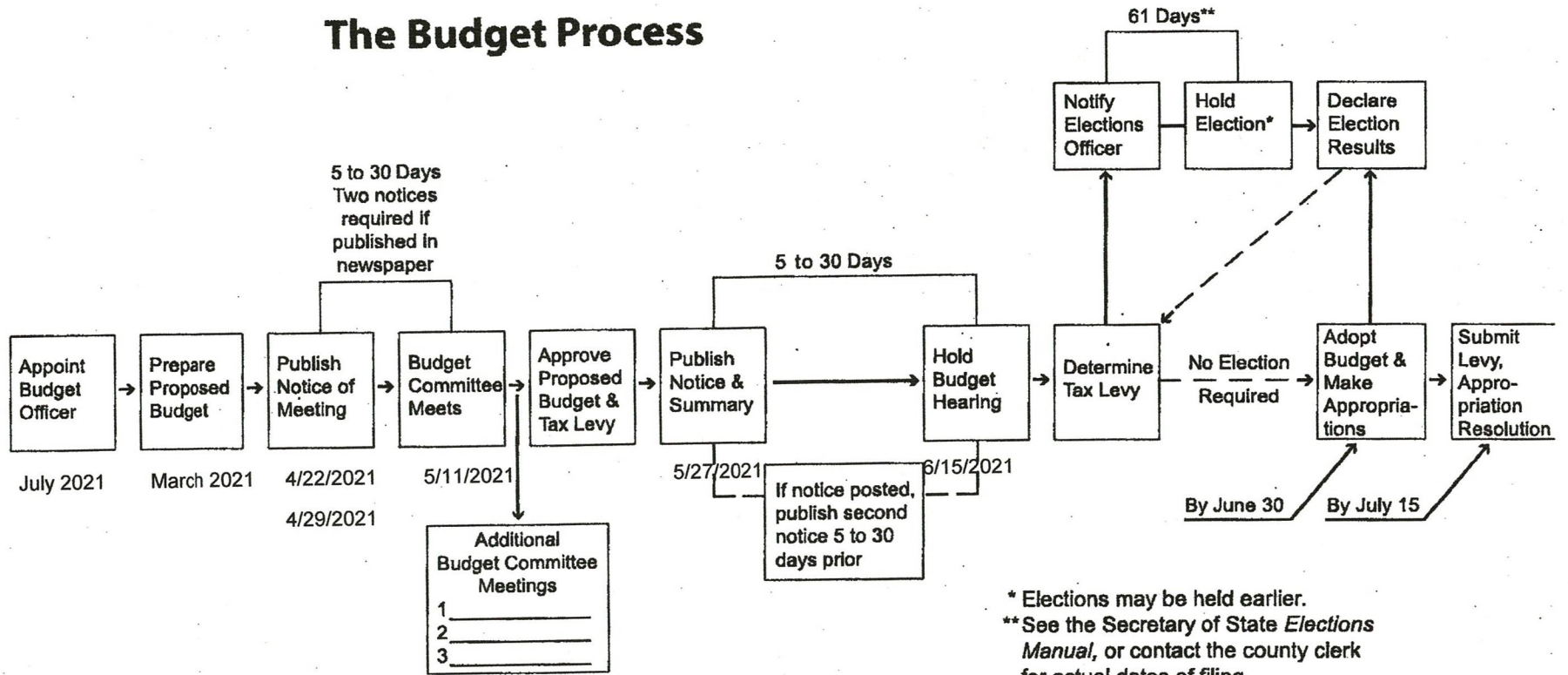
Acknowledged and agreed by Solutions, CPAs PC and on behalf of Port of Arlington by:

Name: _____

Title: _____

Date: _____

The Budget Process



* Elections may be held earlier.
 ** See the Secretary of State *Elections Manual*, or contact the county clerk for actual dates of filing.

kelly.margheim@portofarlington.com

From: Kathryn Greiner <admin@cityofcondon.com>
Sent: Tuesday, January 26, 2021 9:16 AM
To: kelly.margheim@portofarlington.com
Subject: Goal session
Attachments: Goals 2021.doc

Kelly,

Steve Shaffer asked that I forward the City of Condon's goals & priorities that were discussed at last week's council retreat. I have attached the draft which will be approved at next week's council meeting. What I want to stress is that the City of Condon's biggest economic development plans are connected to the fiber and housing. The two are connected as you can't have people moving out here to work remotely without robust broadband, not only in the City of Condon, but all rural Gilliam County.

One thing that was discussed last year when I was able to attend was the money that has been set aside for the water at the state owned airport at Condon to run water to it, and I hope that it can be added back into the list of projects. You may ask K'Lynn about it as I think she is working with the Oregon Department of Aviation to get some information on the airport.

Thanks

Kathryn Greiner
City Administrator
PO Box 445 – 128 S. Main Street
Condon, OR 97823
541-384-2711

POOL

Current Project – Ongoing

- Put in place a one-year work plan to operate the Condon Community Pool that includes a lease with Condon School District and work with Gilliam County on funding.
- Working with Pool Committee to get a plan to operate it at the current location for the next several years. Will do a survey to see the level of interest in maintaining a community Pool. Determine where funding will come from for maintenance as the school is no longer a community partner.
- Plans for a new pool and timeline based on Pool Committee's response in next year

FACILITIES

One-Two Year Projects

- **Memorial Hall**
 - Complete kitchen upgrade with new stove & refrigerator and any other repairs for potential increase use
 - Finish the lighting by adding the track lighting.
 - Research refinishing the floor and drop-down screens for meetings.
 - Start the process of getting duct work done and investigate air conditioning solutions.
- **City Hall**
 - Research new flooring, insulation and other maintenance issues in the Main part of City Hall.
- **Ward Street Shop**
 - Nothing while leased to Gilliam County.
- **Condon Grade School**
 - Prepare Brownfield Grant to evaluate the Building
 - Look into making minimal repairs to the flashing on the roof that is falling off or has fallen off to make the building remain viable until future use is determined

VEHICLES

Current – Ongoing

- Snow plow blade for 5-yard dump truck.
- Replace 10-yard dump truck with a 5-yard dump truck

PUBLIC SAFETY

Current Project - Ongoing

- Review Gilliam County Fire Services Contract & South Gilliam County Rural Fire Protection Contract
- Review contract with Gilliam County Sheriff Office

ECONOMIC DEVELOPMENT

Current Project – Ongoing

- Fiber/Broadband – Dark Fiber Lease
 - Update the Broadband Utilization Plan with community partners
 - Determine use of Dark Fiber through RFP or contract for a City owned project
 - Installing fiber connection from City Hall to Memorial Hall and Gilliam County Public Library.
- Housing project –
 - Baseball Field Project – Complete Engineering to add infrastructure, McKinley Street Development, street lights, RFP or development of lots
 - Fairway Housing project. Complete the engineering of the water and sewer to the site and determine cost estimates. Continue to look for funding from local, state and federal sources.
 - Continue to investigate local, state and federal programs to continue to develop buildable lots with community partners
- Do a housing analysis study for housing grant purposes.
- Public Art – Bronze statues of Nobel Prize Winners from Condon; art work on the point at the park (fly fisherman, farmer); other areas of Main Street. Investigate grants for public art at local, state and federal level.

“WISH LIST”

Projects

- Energy efficient streetlights or “night sky initiative”
- Water Conservation incentives – cost share on low flow toilets, showerheads, etc.
- Solar panel field at the site of the pivot

2020 Donation Receipt

January 31, 2021

Gilliam County Auction Committee
PO Box 471
Arlington, Oregon 97812

Thank you **Port of Arlington** for your contribution of \$150.00.

Gilliam County Auction Committee is classified as a 501(c)(3) non-profit organization by the standards of the Internal Revenue Service (IRS). Therefore, the donation may be tax-deductible to the extent allowed by law.

Authorized Signature: *Shanna Gronquist*

Representative's Name: Shanna Gronquist

Title: President

Tax ID Number: 01-594446

Subject: Future of the Gronquist Building discussion
Location: Gronquist Building, Arlington
Start: Mon 2/22/2021 1:00 PM
End: Mon 2/22/2021 3:00 PM
Show Time As: Tentative
Recurrence: (none)
Meeting Status: Not yet responded
Organizer: Lisa Atkin

This meeting is an opportunity for stakeholders to come together to brainstorm optimal future ownership and use of the Gronquist Building. The meeting will be held at the Gronquist Building for those who feel comfortable and are able to attend in-person. A Zoom link is below for those who prefer to join through videoconferencing. I have pushed the date out to later in February in the hope most of you will be able to accommodate this into your busy schedules.

Invitees are included below. If any key stakeholders are thought to be missing, please let me know and I will add them to this invite.

Gilliam County Court
City of Arlington
Port of Arlington
Arlington School District
Gronquist Building Board
Health District
Fire District

Thanks,

Lisa S Atkin
Chief of Staff
221 S. Oregon Street | PO Box 427 | Condon, OR 97823
P: (541) 384-2161 | F: (541) 384-3304
<http://www.co.gilliam.or.us/>

Gilliam County is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting
<https://us02web.zoom.us/j/88238892768?pwd=VVpUalpPS3dzZ01TQINWTncrNDFrdz09>

Meeting ID: 882 3889 2768
Passcode: 973248
One tap mobile

+12532158782,,88238892768#,,,,*973248# US (Tacoma)
+13462487799,,88238892768#,,,,*973248# US (Houston)

Dial by your location

- +1 253 215 8782 US (Tacoma)
- +1 346 248 7799 US (Houston)
- +1 669 900 9128 US (San Jose)
- +1 301 715 8592 US (Washington DC)
- +1 312 626 6799 US (Chicago)
- +1 646 558 8656 US (New York)

Meeting ID: 882 3889 2768

Passcode: 973248

Find your local number: <https://us02web.zoom.us/j/88238892768>